Document Statement:

This governing document serves as the key reference for College of Information Staff Operations Committee’s official business. This document was drafted by an appointed staff representative and approved by the committee to compliment the College charter.

Since the College charter primarily addresses committee business for faculty governed committees, this document was established to address the unique needs and circumstances of a staff-only committee that may not be fully addressed in the Charter. The committee will conduct business as provided in this document, which has been integrated with all applicable policies and rules found in the College charter, unless otherwise stated or amended.

Article I – Purpose & Mission

Section I: Purpose

a. The name of this committee is the College of Information Staff Operations Committee (SOC). The purpose of the Staff Operations Committee is to review policies, procedures, and concerns related to institutional operations, including staff development, technology services, student services, enrollment management, external affairs, funding development, and statistics and records management.

b. In this context, it serves in an advisory capacity to the Dean.

c. This committee is established by the College of Information Charter, as described in Article IV, sections 4.1 and 4.7.

Section II: Mission

a. In conjunction with the purpose of this committee, the Staff Operations Committee was reestablished to address staff development concerns and coordinate interdepartmental, operational projects related to the areas stated in the purpose statement.

Article II – Committee Structure

Section I: General Committee Membership

a. The committee consists of all regular staff members as defined by UNT Policy 01.001.
b. One Assistant/Associate Dean (or designee) appointed by the Dean to serve as a nonvoting, ex-officio member.

Section II: Officers

a. All regular staff members are eligible to vote and serve as officers.
b. Officers required for this committee consist of a chairperson, a vice-chairperson, and a recorder.
c. Other officer positions are established by committee vote as needed.
d. Officer terms are two years, staggered, for a maximum of two consecutive terms.

Section III: Officer Duties

a. Chairperson—sets and approves meeting agendas, presides over meetings, represents the committee at required functions, calls special meetings, creates ad-hoc subcommittees, and acts as the liaison between the Staff Operations Committee and College Leadership.
b. Vice-Chairperson—acting chair when chair is absent, assists with leadership responsibilities, acts as the primary liaison between the Staff Operations Committee and any of its sub-committees.
c. Recorder—composes and distributes meeting minutes and acts as the custodian of records (member list, electoral records, etc.).
d. Parliamentarian – oversees the conduct of committee business to ensure adherence to this document, the College of Information charter and bylaws, University policies, and parliamentary procedures as described in Articles VIII and IX (established 03/19/2019 by committee vote).
e. Communications Coordinator—serves as the key contact for staff members with committee questions or concerns, disseminates relevant information to committee members, and drafts advisory reports or other documents as needed (established 03/19/2019 by committee vote).

Article III- Sub-Committees

Section I: Subcommittee procedure

a. Subcommittees are created to address a specific purpose.
b. Subcommittees are established through a quorum vote.
c. Subcommittee officers and members will be elected by the election policies described in this document.

Section II: Staff Affairs Subcommittee

a. The purpose of this subcommittee is to facilitate staff development opportunities, improve interdepartmental collaboration, and strengthen the morale of COI staff members.
b. This subcommittee will also assist appropriate staff members in the development and coordination of events, services, and programs for staff appreciation month.

Section III: Ad-hoc Subcommittees
a. Ad-hoc Subcommittees are temporary committees formed by the chair to address a specific issue or given task. Once the issue or task is resolved, or the necessary item has been voted and approved by the committee, the Ad-hoc subcommittee will dissolve.

Article IV – Meetings & Election Procedures

Section I: Meetings
a. Committees must meet at least once at the beginning of the academic year to elect officers. Subsequent meetings are conducted as business requires.
b. Any recommendations or official actions by committees are forwarded to the Dean, faculty, and other appropriate committees. Each committee summarizes its academic year activities in a year-end report.
c. General meetings will be held once a month in the spring and fall semesters with the exception of December.
d. Special meetings will be called as needed by the chair or by majority committee vote.
e. Officer meetings will be held as needed, but at least once an academic year.
f. Proxy voting for meetings is not allowed.

Section II: Elections
a. Elections for officers will be held during the spring semester and supervised by the recorder. If the recorder is absent, a committee member that is not a current officer or a candidate for an officer role will supervise the election.
b. A list of all eligible nominees will be distributed to voting members of the committee.
c. Ties are broken by a run-off election.
d. Elections are conducted by a ballot voting system.
e. The election ballot includes up to three nominees (or more in case of a tie) who received the highest number of nominations from committee members.
f. Additional elections are held as needed to fill vacancies.
g. Proxy voting for elections is not allowed.
h. Eligibility conditions are listed in the College charter (4.1.2b, i-iv).

Article V – Actions

Section I: Actions on behalf of the staff
a. Recommends solutions to questions and issues referred by other committees or initiated by individuals within the college.
b. Reviews and recommends revisions to policies, procedures, and standards to ensure consistency and adherence across all units within the college.

c. Develops and recommends new policies, procedures, and standards as requested or needed.

**Article VI – Quorum**

Section I: Requirement of establishing a quorum

a. The College charter states that a quorum is a majority of voting members, this committee further defines a quorum majority as half plus 1 of voting members.

**Article VII – Public Records**

Section I: Public Records Statement

a. In accordance with State laws and University policies, the Staff Operations Committee acknowledges the requirement for this document and other committee records to be made public.

b. The recorder of the committee will manage all committee records and will provide them within a reasonable amount of time upon written request.

c. The College website will serve as the primary public portal to access committee information about governing procedures, minutes, and members.

**Article VIII – Parliamentary Authority**

Section I: Governing Documents for Procedures and Conduct

a. The Staff Operations will adhere to the policies provided by the College charter, University, and Texas state laws, where applicable.

b. For meeting, electoral, or other procedural tasks not specifically addressed in subsection a, Robert’s Rules of Order 11th edition, will serve as the authority.

**Article IX – Amendment Procedure**

Section I: Amendments to procedures and guidelines created by the committee

a. Amendments to procedures and guidelines that are specific to committee business and are not established in the College charter can be amended by a quorum of voting committee members.

Section II: Amendments to policies specific to the College charter

a. Amendments to policies or rules specified within the College charter are discussed in Article V, sections 5.1 and 5.2.

Section III: Amendment restrictions
a. Amendments which add, revise, or remove guidelines, procedures, and policies cannot contradict or interfere with existing college or university policies.

Staff Operations Committee Chair

Staff Operations Committee Vice-Chair

Appointed Staff Representative